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Army Contracting Command - New Jersey

Contracting Officer Representative Comprehension Course

Contracting Officer Representative Assist
Team
Army Contracting Command-New Jersey



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COR Class & Course

Introduction
The purpose of this course is to train prospective Military and Government employees to function as nominated, designated, and appointed Contract Officer Representatives (COR).

Who we are:

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Student introductions:

Name, unit, state your experience as a COR or with contracts?



Terminal Learning

Objective

ACTION: To understand the roles and responsibilities of a COR. To prepare and submit nomination packages, monthly reports and utilize the COR Tool to monitor the progress of submitted packages and reports.

CONDITIONS: Given an operational environment, the appointed COR will utilize the ACC Pamphlet 70-1, ACC-NJ COR Handbook, DoD COR Handbook and the VCE-COR Nomination & Appointment process

STANDARD: To function as a COR IAW DoD COR Handbook, regulations and policy and procedures for utilizing the COR Tool.



Agenda

- Background/Basic S
- Ethics
- Contract Types
- Duties
- CORT Tool
- Surveillance
- Inspection
- QASP
- GFP
- Trafficking in Persons
- WAWF
- CMR
- CPARS
- Construction



Reference Documents

PCOs & COR duties and responsibilities are prescribed IAW:

- FAR/DFARS/AFARS
- DoD COR Handbook
- ACC Pamphlet 70-1
- COR Nomination & Appointment letter



A Little ACC

History
From early to the mid 1990's, the military experienced downsizing and a depletion of QA's and PCO's (Acquisition Reform) which led to...

- The Gansler Report
 - ✓ The AMC IG Mandate
 - ✓ An Inherent Material Weakness was Identified (COR Training)
- The stand up of the Army Contracting Command
- Section 813 of the National Defense Authorization Act for FY07 required DoD
 - to establish a panel on contracting Integrity to ID contracting vulnerabilities
 - that could lead to fraud, waste and abuse

Ongoing Issues:

- Weaknesses by leaders not invested in COR responsibilities and training.

Noted that "we need to standardize COR training and support



What is COR & Why Are We Here?

A COR function as the “EYES & EARS” of the PCO and is the liaison between the Government and the contractor when executing surveillance responsibilities

- DFARS defines a COR as an individual designated in writing and authorized by the PCO to perform specific technical and administrative functions
- Monitors contract performance and provides the PCO with documentation that **CORs are here to:** identifies the contractor's compliance or noncompliance
- Act as liaison between the Government and contractor
- Conduct contract surveillance
- Ensure that the Government gets what they pay for
- Assists in developing contract QA
- Perform specific technical as authorized in writing & administrative functions



COR Training

Type A - DAU CLC 106 - COR with a Mission Focus

- DAU CLM 003 - Ethics Training or equivalent (Annual Requirement)
- Trafficking In Persons (Annual Requirement)
- Wide Area Work Flow (WAWF)
- Local/theater/Mission Specific Training
- ACC-NJ COR Comprehension Training

**ACC-NJ
mandate
s a
minimum
Type
B
Training**

Type B - *DAU 222 COR Online Training*

- *DAU CLM 003 - Ethics Training or equivalent (Annual Requirement)*
- *Trafficking In Persons (Annual Requirement)*
- *Wide Area Work Flow (WAWF)*
- *Local/theater/Mission Specific Training*
- *ACC-NJ COR Comprehension Training*

Type C - Same training as type B

- License or certificate as identified by the PCO or Requiring Activity

***Refresher Training - Retake "DAU CLC 106 or DAU 222" as appropriate per COR type, every 3 years**



Four COR Process Phases

Nomination, Designation and Appointment

- Complete training and refreshers as required
- Document completion of training
- Determine absence of personal conflicts of interest

Pre-Award: Work with the requiring activity and PCO to:

- Participate as appropriate, in requirements definition/acquisition planning and contract formation processes, help create Performance Work Statement and Quality Assurance Surveillance Plan



COR Process Phases Continued

Post-Award

- Maintain individual COR files for each contract
- Understand contract terms and conditions
- Perform designated duties/responsibilities
- Provide reports on contract performance
- May not appoint, designate or redesignate COR responsibilities

Termination of COR appointment

- Furnish the PCO with a formal request for termination
- Transfer all reports and records
- Ensure that your replacement is thoroughly briefed, both verbally & in writing, on all important issues

Only the PCO has the authority to terminate the COR designation



Check On Learning

- What are the training requirements for Type B COR?
- The COR functions as the ____ and ____ for the CO?
- What is the minimum level of training for ACC-NJ CORs?



Ethics & Integrity

- Different Set of Rules for Government Employees
 - ✓ Must maintain public confidence in Government's business conduct
- Avoid Conflicts of Interest
 - ✓ COI may affect ability to remain impartial
 - ✓ Direct or indirect financial interest (OGE 450)
- Avoid Appearance of a Conflict of Interest
- Be aware that accepting a bribe is a criminal offense!
 - ✓ Something of value offered for preferential treatment
- Never solicit gifts, regardless of dollar value



Reporting Gifts

Gratuities delivered to COR must be returned or if contractor

insists, COR must:

- Persuade contractor to take back the gratuity
- Pay the fair market value of the item
- Advise contracting and legal offices
- Write a memorandum for the record (MFR) that describes the circumstances and indicates the approximate value of the gratuity. Mention that legal advice was obtained

If in doubt, consult either ethics advisor or legal office first.

If not available, contact PCO!



COR Responsibilities

COR responsibilities are defined in FAR 1.602, DFARS 201.602, "Contracting Authority and Responsibilities," and DFARS PGI 201.602-2, "Responsibilities" and outlined in appointment letter

- Provide documented proof of training completion to the PCO via COR tool before the COR appointment letter is issued
- Assist in the preparation of a QASP for all contracts prior to contract award if identified before the QASP is produced
- Perform contract surveillance oversight of the contract's compliance with contract requirements and provide information regarding compliance to the PCO
- Do not perform functions above the CORs knowledge, skill, and ability level
 - Notify the PCO in writing if the delegated functions are above/outside the CORs skill level
- Maintain a file for each contract assigned

****PCO will provide input on your performance to your supervisor!***

All duties delegated to the COR by the PCO must be in the appointment letter!

If the duty is not in the appointment letter, then the COR is NOT authorized to perform that duty



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Understand the requirements of the contract — know the Government's responsibility as well as the contractor's. Questions about content or interpretation must be directed to the PCO

Understanding the Contract

- Attend, with the consent of the PCO, the post-award conference to ensure that all parties have a clear understanding of the scope of the contract, the technical requirements, and the rights and obligations of the parties
- Develop quality assurance surveillance records, including surveillance checklists and schedules, and related files
- Have ready access to all technical publications and regulations referenced in the contract
- Review the Statement Of Work , Performance Work Statement, Performance Requirements Summary and QASP (as applicable)
- Electronic Document Access: <https://eda.ogden.disa.mil/>
Review Contract



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Contracting Methods & Contract Types

Contracting Methods & Contract types are described in FAR Parts 13-18 as follows:

- Part 13 – Simplified acquisition procedures
- Part 14 – Sealed bidding
- Part 15 – Contracting by Negotiation
- Part 16 – Types of Contracts
- Part 17 – Special Contracting Methods
- Part 18 – Emergency Acquisitions



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Selecting Contract Type

FAR 16.101. There are a number of different types of contract options available to the Government and contractors in order to provide the flexibility required to support the variety of needed supplies and services. Contract types vary according to the:

- The level of risk assumed by the contractor for the costs of performance
- Profit incentives offered to the contractor for achieving or exceeding specified standards



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Factors In Selecting Contract Types

FAR 16.104. Many factors should be considered by the PCO when selecting and negotiating contract type:

- Price competition
- Price analysis
- Cost analysis
- Type and complexity of the requirement
- Urgency of the requirement
- Period of performance or performance run
- Contractors technical capability and financial responsibility
- Adequacy of the contractors accounting system
- Concurrent contracts
- Extent and nature of proposed subcontracting
- Acquisition history



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Negotiating Contract Type

FAR 16.103. Selecting contract type is a matter of negotiation and requires sound judgment by the PCO.

The objective is to negotiate a contract type and price that will result in reasonable contractor **risk** and provide the contractor with the greatest incentive for efficient and economical performance

Contract types are grouped into 2 broad categories:

- Fixed price contracts
- Cost-reimbursement contract



Fixed-Price Contracts

Fixed-Price Contract – the contractor agrees to perform at a fixed price, and bears the responsibility for increased costs of performance – FAR 16.201

- ✓ Risk on contractor
 - ✓ Used for commercial items, or for goods and services that have set/known costs
 - ✓ Generally not appropriate for R&D contract
- Firm-Fixed Price (FFP) – not subject to any adjustment based on the Contractor's cost
 - ✓ Provides incentive for contractor to control costs
 - ✓ Minimum burden of admin on contracting parties
 - ✓ Few performance uncertainties, costs are known



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Fixed-Price Contracts

- Fixed-Price Contract with Economic Price Adjustment
(FP w/EPA) FAR 16.203
 - ✓ Provides for upward and downward modifications of contract pricing based on the occurrence of stated contingencies
 - ✓ Used in contracts where certain expected costs (labor or materials) are subject to “serious” price fluxuations
 - ✓ Adjustments based on known indexes for material or labor
 - ✓ Adjust based on actual costs

Continued

“Agile, Proficient and Trusted”

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Fixed-Price Contracts

Fixed Price Incentive Contract (FPI) FAR 16.205 -

Provides for

adjusting profit and establishing final contract price based on a

formula agreed upon at formation

- ✓ Parties establish a target cost
- ✓ Parties establish a ceiling cost (most that can be paid)
- ✓ At completion, parties negotiate final costs
- ✓ When final costs are less than the target cost, Contractor profits more
- ✓ When final costs are more than target costs, Contractor profits less



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Fixed-Price Contracts

Fixed Price Award Fee (FPAF) FAR 16.404 - Provides
for adjusting
award fee when Contractor performance cannot be
objectively
measured

- ✓ Parties establish a fixed price (including profit) for effort
- ✓ Award fee (if any) will be paid in addition to fixed price
- ✓ Establish an award fee board
- ✓ Provide periodic evaluation of Contractor performance through board



Risk Allocation

Fixed Price

Cost Reimbursement

FFP

FFP w/EPA

FPI

FPAF

COST

CPIF

CPAF

CPFF

Contractor Risk

Government Risk



Cost Reimbursement Contracts

- Government sets the total allowable costs
- Contractor cannot exceed these costs
- Funds must be available for total costs
- Government pays all allowable costs on contract
- Risks shifts from Contractor to Government



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Cost Reimbursement Contracts

- Cost Contracts FAR 16.302 – Contractor receives allowable costs but no fee evaluation by the government
 - ✓ Appropriate for R&D
 - ✓ Appropriate for non-profit organizations (universities)
- Cost Sharing Contracts FAR 16.303 – Contractor reimbursed only for an agreed upon portion of its allowable costs
 - ✓ Normally used where Contractor will receive a substantial benefit from the effort (patents, computer programs, etc)



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Cost Reimbursement Contracts

- Cost Plus Incentive Fee (CPIF) FAR 16.304 – Provides for an initially negotiated fee to be adjusted later based on the total allowable costs to the total target costs
 - ✓ Specify total target cost, a target fee, and minimum and maximum fee
 - ✓ Actual fee is based on the relationship between the target costs and actual costs.
 - ✓ The closer the total costs are to the target cost, the less fee is earned. A contractor who was \$100 under target costs would get more fee than a contractor who was \$10 under target costs



Cost Reimbursement Contracts

- Cost Plus Award Fee (CPAF) FAR 16.305 – Contractor
 - receives its costs plus a fee consisting of a base amount and an award amount based on an evaluation by the government
 - ✓ Parties agree on estimated costs
 - ✓ Parties agree on base fee (limited to 3% of estimated cost, but could be as low as zero)
 - ✓ Award fee based on stated evaluation determined by the government
 - ✓ Evaluations come at stated intervals



Cost Reimbursement Contracts

- Cost Plus Fixed Fee (CPFF) FAR 16.404 –
Contract price is the Contractor's allowable costs, plus a fixed fee set at award
 - ✓ Fixed Fee based on estimated costs (set at award) not the actual contract costs
 - ✓ Max Fee for R&D is 15% of estimated costs
 - ✓ Max Fee for other than R&D is 10% of estimated costs
 - ✓ Provides contractors only a minimum incentive to control costs



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ID/IQ Contracts

- **Indefinite Delivery /Indefinite Quantity Contracts** – Actual quantities and delivery schedules are unknown
 - Requires the Government to order, and the contractor to furnish, at least a stated minimum quantity of supplies or services.
- **Indefinite Delivery/Definite Quantity Contract** – Quantity and price are specified, but delivery dates are unknown
- **Definite Delivery/Indefinite Quantity Contracts**
 - supplies and services delivery schedule is known, but quantities are unknown

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Indefinite Delivery Contracts

Requirements Contract – Government promises to
buy all its

requirements (if any) from Contractor

- ✓ Government breaches when it buys from another source
- ✓ Government may/may not breach if it performs the work in-house



Time and Material Contracts

- Used to contract for unknown price, when number of hours or materials are uncertain
- Gives no incentive to control costs, & perform in an efficient manner
- Can become costly
- Be wary of this contract structure



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Questions?



COR Responsibilities in Pre-Award

Pre-Award: Work with the requiring activity & PCO to:

- Create a detailed description of the supply/service requirements
- Participate in the Acquisition Review or Source Selection Board (if required)
- Assist in preparation & submission of purchase request
- Participate in conducting market research
- Prepare an Independent Government Cost Estimate & evaluate proposals.

Ensure that participation in the pre-award process and performance of COR duties or responsibilities are properly addressed in individual performance appraisals



COR Responsibilities in Post-

Award
Typical COR post-award responsibilities include:

1. Understanding the contract
2. Keeping files current and complete (and contracts separated)
3. Corresponding with the contractor
 - ✓ Electronic correspondence and email threads
4. Ensuring notifications are sent to the PCO
5. Monitoring contract performance via surveillance
 - ✓ Key to contract oversight and ensuring contractual compliance
 - ✓ I. e. training, travel, GFP, personnel and labor
6. Conducting inspection & acceptance/rejection of deliverables
7. Ensure proper protection of proprietary and classified information



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COR Responsibilities in Post-Award

Typical COR post-award responsibilities include:

8. Managing problems/issues
9. Handling satisfactory and unsatisfactory performance
10. Tracking modifications
11. Technical expertise
12. Understanding COR limitations
13. Good communications
 - ✓ Good clear communication with the contractor and PCO is critical
14. Ensure termination of appointment/designation requested
15. Timely submission of CPARS



Constructive Changes/Unauthorized Commitments

Unauthorized requirements levied on the contractor by Government personnel:

- Constructive change concept- when contractor performs work not part of scope but contractor relied upon some degree of government direction
- Contractor may submit a request for equitable adjustment
- Unauthorized commitment – when a government representative who **does not** have the authority, binds the government to a commitment
- May be the result of documented or undocumented discussions with contractor personnel
- May be the result of acceptance of material or quantities of material not on the contract
- Make the government liable for actions, intended or not intended, by government personnel who have no actual legal authority to obligate the government (no warrant)

Constructive changes often result from misunderstanding by the contractor of the Government representatives' apparent/implied authority



Unsatisfactory Performance... What to do about it!

The COR must:

Inform the PCO immediately if the contractor performance is

- ***unsatisfactory and document in the monthly report***
Involve the PCO for differences of opinion between the COR and the contractor that cannot be resolved by the COR
- Work with the PCO to identify corrective actions and if necessary, make sure the contractor understands that the PCOs decisions are final
- Do not to take any action or give any direction that may be construed as an actual or constructive change
- At the direction of the PCO, enforce correction of deficient work. However,



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Contractor Delay Assessment

Before making a final determination, the COR must be certain that the contractor-

- Had little or no control over the circumstances that caused the delay, and
- Contractor could not have taken any Preemptive action to reduce the negative consequences of the delay.
- If the organization can prove these two assertions, then a “Yes” answer to any of the following questions means the delay was probably excusable...



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Check On Learning

- What should a COR do if the contractor is performing unsatisfactorily?
- What is often due to the misunderstanding by the contractor of the Government representatives' apparent/implied authority?
- All duties delegated to the COR by the PCO must be in the _____?
- If in doubt about receiving gifts from contractors, who should you contact?
- What is the maximum dollar value gift that a COR can solicit from a contractor?



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Questions?



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CORT Tool Introduction

Utilization of the CORT Tool - Is a Senior leadership priority! ACC NJ monitors progress of the COR Tool

Visit the CORT Tool at: <https://wawf.eb.mil>

- Used DoD wide
- Paperless
- CAC enabled
- Will allow:
 - ✓ Profile creation, COR appointment, certificate uploading
 - ✓ Track contracts by COR & Track CORs by contract
 - ✓ Add, review, and store documents, such as a Status Report, COR trip report, correspondences and other miscellaneous documents to one or more of the COR appointed contracts

The CORT Tool:

- Tracks contract status
- Can be used to terminate individual CORs against Army issued contracts
- Can provide necessary forms for reports and appointment
- Serves as the Official COR File

The Help Desk can be reached at 866-618-5988 or at
disa.ogden.esd.mbx.cscassig@mail.mil.



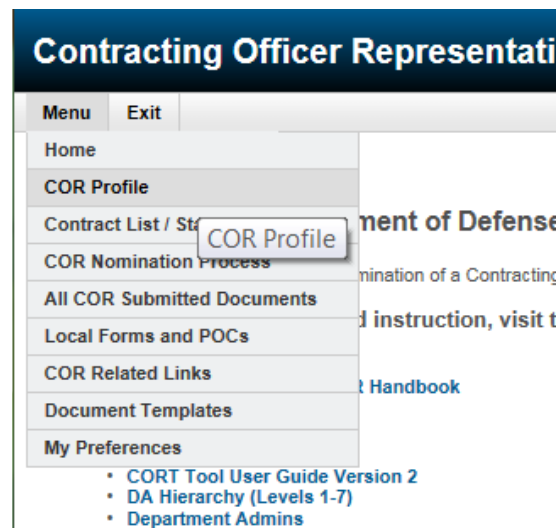
CORT Tool Roles

- Contracting Officer Representative (COR)
- COR Supervisor/Commander
- Contracting Officer (CO)
- Contract Specialist (CS)
- Administrative Contracting Officer (ACO)
- Quality Assurance Point of Contact (QAPOC)
- Manager (MNGR)
- Auditor (AUD)
- Department Administrator (DA)



COR Profile

- Select “COR” Profile from the menu
- Create or update a profile
- Self nominate as a COR on a contract
- View the status of your nomination
- Cancel a nomination
- View documents submitted on a contract
- Upload documents for a specific contract or order to the online file associated with the nomination





COR Profile

➤ Work Address – Enter your work address

- ✓ City/APO Location of City or “FPO/APO”
- ✓ State Select your State from the drop
- ✓ Zip Code

➤ County – US is default

➤ DEROS – If deployed, enter your return date

➤ Certified Acquisition Official Select

- ✓ No (Default)
- ✓ Yes

The screenshot shows a web form titled "Contracting Officer Representative Information". The form contains the following fields and options:

- Work Address ***: A text input field containing "106 Wynn Dr", which is highlighted with a red border.
- City / APO ***: A text input field containing "Huntsville".
- State ***: A dropdown menu showing "Alabama".
- Zip Code ***: A text input field containing "35805".
- Country ***: A dropdown menu showing "United States".
- DEROS Date**: A text input field with a calendar icon.
- Unit**: A text input field.
- Certified Acquisition Official ***: A dropdown menu showing "Yes".
- Predominant Acquisition Career ***: A dropdown menu showing "MANUFACTURING, PRODUCTION AND QUALITY ASSURANCE".
- Level of Certification ***: A dropdown menu showing "Level 3".
- Help**: A button at the bottom left.



COR Profile

- If **No** is selected, an entry is required for both the Career

Experience and the Experience Level

- ✓ Career Experience- Indicate the COR area of expertise;
(ex. Engineering Technician, Level IV, Scientist, Mechanical Engineer)
- ✓ Experience Level (15 characters max)
(indicate the number of years... ex. 11 years)
- ✓ Note: CORs may list up to three areas of Ca

- If **Yes**, select an applicable predominant Acquisition Career Field from the drop down menu
... select an applicable Level of Certification



COR Profile

Supervisor Information

Name (Last, First) *

bart x

BARTLEY, FEDSUP (AGENCY FOR INTERNATIONAL DEVELOPMINT)

BARTLEY, SUPERVISOR (DEF PROCUREMENT/ACQUISITION POLICY)

NONE

Supervisor Information

Name (Last, First) *

BARTLEY, SUPERVISOR x

Email *

mikbartley@aol.com

Organization *

DEF PROCUREMENT/ACQUISITION POLICY

Phone *

(703) 697-4420

Update Active Contract Nominations ☐

Update Inactive Contract Nominations ☐

Update Terminated Contract Nominations ☐

Help

➤ In the Supervisor Information section

- ✓ Start typing the first three or four letters of your supervisor last name;
- ✓ If your supervisor has a WAWF account, their name will show up in the dropdown;
- ✓ Select your supervisor name

***. . . email, Organization Name and Phone number are auto populated**



COR Profile

Supervisor Information

Name (Last, First) *

NONE x

Email *

Organization *

Phone *

Update Active Contract Nominations

Update Inactive Contract Nominations

Update Terminated Contract Nominations

Help

NOTE:

- If your supervisor **DOES NOT** have a WAWF account,
 - ✓ The name will not be displayed in the dropdown;
 - ✓ Select NONE and ask supervisor to create account
 - ✓ Update with supervisor name after supervisor WAWF account is created



COR Profile: Change/Updating A Supervisor

Supervisor Information

Name (Last, First) *

BARTLEY, SUPERVISOR

Email *

mkbartley@aol.com

Organization *

DEF PROCUREMENT/ACQUISITION POLICY

Phone *

(703) 697-4420

Update Active Contract Nominations ☐

Update Inactive Contract Nominations ☐

Update Terminated Contract Nominations ☐

Help

- When updating your profile to change supervisor, you may transfer all contract nominations to a new supervisor, by typing in the new supervisor's name and checking the boxes below as applicable:
- ✓ Update Active Contract Nominations
 - ✓ Update Inactive contract nomination and/or
 - ✓ Update Terminated contract nominations; click SAVE

Note: Do not check any of the boxes if the contract nominations are to stay with the previous supervisor



Self Nominating a COR in

Contracting Officer Representative Tracking (CORT) Tool

User ID : ImaCOR4u

Menu Exit

Home

COR Profile

Contract List / Status

COR Nomination Process

All COR Submitted Documents V014X4

Local Forms and POCs Supervisor/Commander Phone 23 123-1234

COR Related Links

Document Templates

My Preferences

| | Training Level | Equivalency? | Provider | Certificate | Completion Date | Hours | Actions |
|---|----------------|--------------------------|----------|-----------------|-----------------|-------|----------------------|
| DAU CLM 003 Ethics Training or Agency Equiv | ABC | <input type="checkbox"/> | | CTIP.pdf | 2015/10/30 | 0 | View |
| DAU CLC 106 COR with a Mission Focus | ABC | <input type="checkbox"/> | | CLM 003.pdf | 2015/10/30 | 0 | View |
| DAU CLC 222, DAU CLC 222 COR on-line training, ALMC-CL COR Course or Equivalent | [A] | <input type="checkbox"/> | | CLC 106 (2).pdf | 2015/10/30 | 0 | View |
| Contingency COR Training | [A]BC | <input type="checkbox"/> | | CLC 222.pdf | 2015/10/30 | 0 | View |
| | | <input type="checkbox"/> | | CLC 206.pdf | 2015/09/17 | 0 | View |

Help

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department * Contracting Center DoDAAC *

- Select -

Contracting Officer * Contracting Officer Phone * Contracting Officer Email *

- Select -

Contract Specialist * Contract Specialist Phone * Contract Specialist Email *

- Select -

Contract Number Known? *

- Select -

COR Nomination Status

Draft

Help

Contractor Information

CAGE Code DUNS DUNS44

Contractor Name Contractor Address Contractor Country

Contract Award Date PSC Description

Help

QA Surveillance Plan (QASP)

QASP Document

No QA Surveillance Plan (QASP) found

Help

COR Certification

Certification

85%

https://nemo.nit.disa.mil/cort/xhtml/auth/Contract.xhtml#

The following sections are displayed:

- ✓ COR Information
- ✓ Contracting Information
- ✓ Contractor Information
- ✓ QA Surveillance (QASP)
- ✓ COR Certification
- ✓ Click plus sign to expand each section



Selecting the PCO & Adding the

DRAFT

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department * Contracting Center DoDAAC *

Contracting Officer * Contracting Officer Phone* Contracting Officer Email *

Contract Specialist * Contract Specialist Phone * Contract Specialist Email *

Contract Number Known? *

Contract / Solicitation Number * Contract Completion Date

Delivery / Task Orders Action [Add](#)

(A maximum of 100 Delivery / Task Orders)

COR Nomination Status
Draft

[Help](#)

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Contracting Information

Review the Contract List / Status before starting this nomination. Ensure that this contract number is not already on your COR Contract List.

Contracting Center Department * Contracting Center DoDAAC *

Contracting Officer * Contracting Officer Phone* Contracting Officer Email *

Contract Specialist * Contract Specialist Phone * Contract Specialist Email *

Contract Number Known? *

PreAward Number *

COR Nomination Status
Draft

[Help](#)



COR Certification

COR Certification

| Certification | Certify All |
|--|-------------------------------------|
| I will complete the COR specific "refresher training" as required by "DoD Standards for Certifications of Contracting Officer Representative (COR) for Services Acquisition" every 3rd year. I will update the training section of this CORT Tool with a copy of the refresher course certificate and date of course completion. | <input checked="" type="checkbox"/> |
| I hereby understand that I may be required, as a COR, to complete COR Reports and submit them within the CORT Tool as specified in the contract. | <input checked="" type="checkbox"/> |
| I hereby understand that I am required, as a COR, to complete the yearly administrative review of my COR files with the Contracting Officer in the anniversary month of the appointment each year. | <input checked="" type="checkbox"/> |
| I have the necessary clearance for this contract and any relevant information. | <input checked="" type="checkbox"/> |
| I may be held personally liable for unauthorized acts. | <input checked="" type="checkbox"/> |
| If applicable, I have registered as a user of Invoicing Receipt, Acceptance and Property Transfer (iRAPT) online and taken the training at https://wawf.eb.mil and will process payments when possible using iRAPT. | <input checked="" type="checkbox"/> |
| I have taken all of the additional training mandated by the contracting activity to be appointed as a COR on this contract. | <input checked="" type="checkbox"/> |

Date Certified
2018/01/13

COR Comments

I will... "complete COR specific refresher training."
"complete monthly reports."
"maintain necessary clearances."
"be held personally liable for unauthorized acts."
"register in iRAPT if applicable."
"will take all additional mandated training to be appointed as
COR."



Supervisor/Commander Certification

Supervisor/Commander Certification

| Certification | Certify All |
|--|-------------------------------------|
| The Nominee is familiar with pertinent contract clauses such as changes, inspection and acceptance, Government-furnished property, termination, and the concepts of excusable and nonexcusable delays in contract performance. | <input checked="" type="checkbox"/> |
| The Nominee possesses the necessary ability to analyze, interpret, and evaluate factors involved in contract administration. | <input checked="" type="checkbox"/> |
| The Nominee has the technical or administrative abilities and the required security clearance commensurate with the proposed COR duties. | <input checked="" type="checkbox"/> |
| The Nominee's integrity and adherence to the Standards of Conduct DoDD5500.7-R, The Joint Ethics Regulation (JER) and the Procurement Integrity Act (FAR 3.104) are above reproach. | <input checked="" type="checkbox"/> |
| The Nominee has time available to adequately perform such duties. | <input checked="" type="checkbox"/> |
| The Nominee will complete the applicable COR Reports and place a copy of these reports in this CORT Tool. | <input checked="" type="checkbox"/> |
| The Nominee will complete the COR specific "refresher training" as required by "DoD Standards for Certification of Contracting Officer Representatives (COR) for Services Acquisition" every 3rd year and will update the training section of the CORT Tool with a copy of the refresher course certificate and date of course completion. | <input checked="" type="checkbox"/> |
| The Nominee will complete yearly administrative review of the nominees COR files with the Contracting Officer in the anniversary month of appointment each year. | <input checked="" type="checkbox"/> |
| To the best of my knowledge, the Nominee has no violations with US Government credit cards. | <input checked="" type="checkbox"/> |
| To the best of my knowledge, the Nominee has no violations with US Government purchase cards. | <input checked="" type="checkbox"/> |
| To the best of my knowledge, the Nominee has no security violations. | <input checked="" type="checkbox"/> |
| The Nominee may be held personally liable for unauthorized acts. | <input checked="" type="checkbox"/> |
| I certify that I am the Supervisor (or higher authority) of the Nominee and I submit the Nominee's name to the Contracting Officer as an acceptable candidate for Contracting Officer's Representative. | <input checked="" type="checkbox"/> |
| If Applicable, this COR Nominee has registered as a user of Invoicing Receipt, Acceptance and Property Transfer (IRAPT) online and taken the training at https://wawf.eb.mil and will process payments when possible using iRAPT. | <input checked="" type="checkbox"/> |

Date Certified
2016/01/13

Approval/Rejection Comments

Free text for additional comments

Help



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Requirements as Supervisor/Commander

- Review a COR nomination
- Cancel, approve, or reject a COR nomination
- View all documents submitted on a contract by the COR
- View the status of all of your CORs nomination
- View a list of all actions assigned by COR(s) you supervise



PCO Certification

Contracting Officer

| | | |
|-------------------------------|-------------------------------|--------------------------------------|
| COR Training Type B | Type of COR Primary | Contingency Environment No |
|-------------------------------|-------------------------------|--------------------------------------|

| Appointment Letter * | Appointment Date * | Actions |
|---------------------------------|--------------------|--|
| Appointment Letter (Smart Form) | 2016/01/19 | View Edit Delete |

| QASP Waiver | QASP Date | Actions |
|----------------------|-----------|---------|
| No QASP Waiver found | | |

| Certification | Certified |
|--|-------------------------------------|
| I have reviewed the COR's courses and confirmed that a valid "Contracting Officer Representative" course has been completed by the COR. | <input checked="" type="checkbox"/> |
| I will ensure that the COR completes the required COR Report and uploads it in this Tool. I will then review the COR Report and approve or reject it in the CORT Tool. | <input checked="" type="checkbox"/> |
| I will perform a yearly administrative review of the COR's files in the anniversary month of appointment using the Annual COR File Inspection Checklist. | <input checked="" type="checkbox"/> |
| I will upload the Annual COR File Inspection Checklist in this system at the end of the anniversary month of appointment each year. | <input checked="" type="checkbox"/> |
| I have prepared and signed an appointment/designation letter, and had the COR sign the appointment/designation letter and am uploading the letter in this CORT Tool. | <input checked="" type="checkbox"/> |

Date Certified
2016/01/19

Approval/Rejection Comments

| | | |
|--|-----------------------------|---------------------|
| ACO Name (Last, First) NONE | ACO Email Address | ACO Phone |
| QA POC Name (Last, First) NONE | QA POC Email Address | QA POC Phone |

I have reviewed the CORs courses and verify that...

"I will ensure COR complete MSRs and upload into this Tool."
"I will perform yearly admin reviews of COR files on anniversary month & year."
"I will upload annual COR file inspection checklist in the system."
"I have prepared, signed and have the COR sign his/her appointment letter."



Submitting Monthly & Other

COR Online File

COR Status Reports

| Month / Year | Version | Status | Document | Created By | Created On | Actions | Add | Smart Form |
|--------------|---------|--------------------------|---------------------------------|----------------|------------|--|-----|------------|
| 12 / 2015 | 1 | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 11 / 2015 | 1 | Rejected | COR Monthly Report (Smart Form) | Tester11, Cort | 2015/11/06 | View | | |
| 10 / 2015 | 1 | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 09 / 2015 | 1 | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 08 / 2015 | 1 | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 07 / 2015 | 1 | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 06 / 2015 | 1 | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 05 / 2015 | 1 | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 04 / 2015 | | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 03 / 2015 | | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 02 / 2016 | | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 02 / 2015 | | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |
| 01 / 2016 | | Approved | COR Monthly Report (Smart Form) | Tester11, Cort | 2016/01/06 | View | | |
| 01 / 2015 | | Submitted | Signed Monthly Report.pdf | Tester11, Cort | 2016/01/14 | View Edit Delete | | |

COR Trip Reports

| Month / Year | Created By | Created On | Actions | Add |
|--------------|----------------|------------|--|-----|
| 01 / 2016 | Tester11, Cort | 2016/01/14 | View Edit Delete | |

COR Correspondence Reports

Miscellaneous Documents

No Correspondence Reports found

Miscellaneous Documents

Sorted by Month / Year in ascending order

| Month / Year | Document | Document Type | Created By | Created On | Actions |
|--------------|-------------------------|--------------------|----------------|------------|---|
| 01 / 2015 | GFP GFE.docx | Environmental Plan | Tester11, Cort | 2016/01/14 | View Edit Delete Rename |
| 01 / 2015 | Safety Plan.docx | Environmental Plan | Tester11, Cort | 2016/01/14 | View Edit Delete Rename |
| 01 / 2015 | Environmental Plan.docx | Environmental Plan | Tester11, Cort | 2016/01/14 | View Edit Delete Rename |

[Help](#)

Options For Uploading



Recap: CORT Tool

COR file should be able to tell the story!

The COR shall maintain:

- Comprehensive files
- Separate file for each contract
- Load **ALL** correspondence from the contractor
- Contact the PCO upon completion of the contract for COR file disposition instructions for any paper or electronic documents not maintained in the CORT Tool
- Any paper or electronic records that pertain to unsettled claims, open investigations or cases unsettled under litigation
- Destroy duplicate copies of file documents after close-out
- Correspondence relating to contract performance



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Resources

➤ COR Tool Helpdesk

- ✓ Help Desk Telephone Number: 866-618-5988
- ✓ Email: disa.ogden.esd.mbx.cscassig@mail.mil

➤ Online Training

- ✓ <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtSummary.xhtml>



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Questions?



Government Surveillance

Why the Government Conducts Surveillance



- Mandated by FAR Parts 46, 52 & DFARS 2
- To assure customer/soldier support
- Assess how well the contractor is performing
 - ✓ Cost control, Timeliness (schedule/delivery), Quality, Business Relations, Management of key personnel, customer satisfaction & Compliance
- Determine if cost, schedule, and quality requirements are being met
- Assess that processes are working
- Discover areas where improvements may be needed (Contact PCO)
- May be delegated by the PCO



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Government Surveillance

What Does Surveillance Accomplish?

- Measures contractor performance against contractual requirements
- Highlights performance trends
- Feeds into process for determination of Award Fee
- Influences contractor's Past Performance Reports
- Reduces risk to Government



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Government Surveillance Contract Requirements

<http://farsite.hill.af.mil>

FAR Part 46.102 (Quality Assurance Policy) – Says that - - Agencies shall ensure:

- Contracts include inspection and other quality requirements
- Supplies or services tendered by contractors must meet contract requirements
- Government contract QA is conducted before acceptance... by or under the direction of Government personnel

FAR 46.105 – (Contractor Responsibilities) (52.246-4)... The contractor is responsible for:

- Controlling the quality of supplies or services
- Tendering to the Government supplies or services that conform to contract requirements
- Maintaining evidence that the supplies or services conform to contract quality requirements

FAR Part 46.4 – (Government Contract QA) states:

- Government contract QA shall be performed at such times & places as

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Government Surveillance Contract Requirements

<http://farsite.hill.af.mil>

FAR Part 46.3 -- Contract Clauses

- 52.246-2 -- Inspection of Supplies -- Fixed-Price.
- 52.246-3 -- Inspection of Supplies -- Cost-Reimbursement.
- 52.246-4 -- Inspection of Services -- Fixed-Price.
- 52.246-5 -- Inspection of Services -- Cost-Reimbursement.
- 52.246-6 -- Inspection -- Time-and-Material and Labor-Hour.
- 52.246-7 -- Inspection of Research and Development -- Fixed-Price.
- 52.246-8 -- Inspection of Research and Development -- Cost-Reimbursement.
- 52.246-9 -- Inspection of Research and Development (Short Form).
- 52.246-11 -- Higher-Level Contract Quality Requirement.
- 52.246-12 -- Inspection of Construction.

continued



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Government Surveillance Types

Scheduled Surveillance

Surveillance actions that have been pre-planned and documented on the monthly Surveillance Schedule

Unscheduled Surveillance

All other surveillances occurring during a performance period

- Can be identified in QASP, but occurring outside the schedule
- Any contract requirement not identified in the QASP



Government Surveillance Inspection Schedule

Example Inspection Schedule

| Task | Method | Frequency | When (1 ST Qtr) | (2 ND Qtr) | (3 RD Qtr) | (4 TH Qtr) |
|-------------------------------|---------------------|--------------------|-------------------------------|------------------------------|------------------------------|------------------------------|
| 1. Monitor what (C.3.1.1) | 100% | As Required | As Required | As Required | As Required | As Required |
| 2. Verify what (C.3.1.2) | Random | Monthly | 2 nd Wk, Wed | 4 th Wk, Fri | 1 st Wk, Tue | 4 th Wk, Thu |
| 3. Evaluate What (C.3.1.3) | Periodic | Quarterly | Nov, 1 st Wk, Mon | Feb, 3 rd Wk, Tue | Apr, 2 nd Wk, Fri | Sep, 4 th Wk, Wed |
| 4. Annotate----- | Customer Complaints | Weekly | Fri | FOR OFFICIAL USE ONLY | | |
| Inclusive list of all your | | Daily, Bi-Monthly, | | | | |



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Surveillance Schedule – Post-award

| Surveillance Schedule | | | | | | | | | | | |
|---|--------------------------|---------------------------|--------------------------|-------------------------|----------------------------|---|-------------------------|-----------------------|---------------------------|--------------------------|--------------------------|
| “FOR OFFICIAL USE ONLY” (When Completed) | | | | | | | | | | | |
| 1) Contract #: HQ0011-Z-16-0001 | | | | | | 2) Contractor: ABC Company | | | | | |
| 3) Functional Area: Tech | | | | | | 4) Surveillance Period: 3rd Quarter | | | | | |
| 5) COR/QAE: Joe Jobs | | | | | | | | | | | |
| 7) Planned Date for Surveillance | 8.a) PWS # 5.14 | 8.b) PWS # 1.6.8 | 8.c) PWS # 1.6.9.1 | 8.d) PWS # 1.6.10 | 8.e) PWS # 1.6.18 | 8.f) PWS # 5.2 | 8.g) PWS # 5.3 | 8.h) PWS # 5.10 | 8.i) PWS # 1.6.1 | 8.j) PWS # 5.11 | 8.k) PWS # 5.20 |
| 2 May 09 | | | X | | | | | X | | | |
| 6 May 09 | | X | | | | | | | X | | |
| 15 May 09 | | | | | X | X | | | | X | |
| 19 May 09 | X | | | X | | | | | | | |
| 28 May 09 | | | | | | | X | | | | X |



Government Surveillance Checklist

Surveillance Checklist Key Points: Conduct contract surveillance

Creating the CHECKLIST

- Identify the Contract Number and Section
- Always reference the contract paragraph number from the requirement
- Include measurable performance standards
- Define importance of evaluation elements (Key Performance Indicators)

Completing the CHECKLIST

- Identify the period of Surveillance



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Sample Surveillance Checklist

-Excerpt only
- More elements needed on complete checklists

| | | |
|---|------------|--------------------------------------|
| COR Inspection Checklist & Data Report: (Firm Fixed Price Contract) Revision Dec 07 | | Meeting Contract Requirements |
| Contractor: Kamal M. Al Sultan Co. W.L.L. (KMS) (Black and Gray Water) | | |
| Contract Number: W912D1-06-D-1234 | | |
| Service Provided: Black and Gray Water Removal | | |
| COR Name: Joe Jobs | | |
| Date: For the Month of February 2012 | YES | NO |
| 1. Does the Contractor furnish fully functional suction trucks and maintain them in satisfactory condition? Satisfactory condition means that the exterior equipment of the truck shall be free of contaminants. PWS 3.1 | x | |
| Comments: | | |
| 2. Does the Contractor ensure that all hoses used to pump out tanks are free of leaks and also are pliable? PWS 3.1.1 | x | |
| Comments: | | |
| 3. Does the Contractor ensure that employees properly secure and store the hoses after each cleaning to ensure no spillage while driving the vehicle? PWS 3.1.1 | x | |
| Comments: | | |
| 4. Does the contractor ensure all spills are cleaned up in a timely matter i.e., within one (1) hour? PWS 3.2 | x | |
| Comments: | | |
| 5. Does the Contractor dispose of the Black and Gray Water at only approved Kuwait Government sites? PWS 3.2 | x | |



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Government Surveillance & Reports Using COR Tool

Conducting Surveillance

- Notify Contractor Quality upon entering area to perform surveillance
- Perform surveillance IAW QASP and checklist
- Document your method and actual performance observed
- Brief Contractor Quality of surveillance results prior to departing area and provide copy of written Deficiency Report - if applicable

COR Surveillance Reports to PCO using COR Tool should include:

- Completed schedule
- Completed checklist
- Summary Comments (normally memo format)
- Copies of Deficiency/Non-conformance



Check On Learning

- What does Government surveillance accomplish?
- COR Surveillance Reports to PCO using COR Tool may include what?
- Should you share your inspection schedule with the contractor?



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Questions?



Inspection Methods

Inspection – examination or testing of supplies and/or services to

determine whether they conform to contract requirements

Frequency of Government Inspections and Evaluation Methods

- None – contractor is responsible
 - ✓ \$150,000 and below
 - ✓ Commercial Items
- Daily, Weekly, Monthly & IAW QASP Schedules
- COR must continually monitor contractor performance throughout the contract



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Acceptable Inspection Methods

1. 100% Inspection – All outputs or services are monitored
 - ✓ Requires extensive COR time, documentation, and coverage
 - ✓ Should only be used for complex, critical, or life support services
2. Random Inspection – Used when surveillance resources are limited
 - ✓ Use a sampling guide
 - ✓ Use: www.random.org
3. Planned Inspection – The government can pre-plan for inspections:
 - When the contract has:
 - ✓ Performance milestones to reach
 - ✓ Scheduled Tests
 - ✓ Predetermined inspection points after or concurrently with

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Acceptable Inspection Methods

4. Periodic Inspection – Used to monitor contractor activities for:

- ✓ Protection against deterioration or damage to supplies in storage
- ✓ Precautions to assure adequate storage conditions that guard against theft or handling during storage
- ✓ Government furnished materials or property protection
- ✓ Around the clock support to the customer (i.e. 24 hour dining facility)

5. Customer Complaints:

- ✓ Used when Government resources are limited
- ✓ Should be part of the contract
- ✓ COR must investigate customer complaints
- ✓ Should not be the primary method of surveillance



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Inspection Location

Place of Inspection

- At Source
 - ✓ When equipment for testing is on-site
 - ✓ Packaging will be destroyed
- At Subcontractors
 - ✓ If major subcontractor
 - ✓ Contract will specify
- At Destination
 - ✓ Off-the-shelf supplies
 - ✓ Commercial items
 - ✓ Service contracts (place of performance)





Check On Learning

How many methods of inspections are there and what are th

How many places of inspection are there and what are they?

What is normally the place of inspection for service contracts



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Quality Assurance Surveillance Plan (QASP)

A QASP is defined as: The government's inspection plan. It documents methods and metrics used to measure contractor performance against the requirements in the contract

The QASP basically describes:

- The COR plan for surveying and documenting **who, what, where, when, and how** the contractor will be monitored

- The government's surveillance/inspection methods

(100% sample,

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Why Do we Need a QASP?

DFARS SUBPART 246.4 Government Contract Quality Assurance:

- For contracts for services, the contracting officer should prepare a quality assurance surveillance plan to facilitate assessment of contractor performance

DFARS - 237.172 Service Contracts Surveillance

- Should be prepared along with the Performance Work Statement or Statement of Objectives

- Should be tailored to address the performance risks inherent in the specific



The QASP Details

- The QASP is based on contract performance requirements, but is **not** part of the contract
- Is tailored to determine oversight of select contract requirements
- Determines **how** the contractor is performing
- Is updated as risk **or** contract requirements change
- Is the basis of contract performance reports to the PCO
- The Performance Requirements Summary (PRS) may be included



Developing the QASP

- Tools for Developing the QASP:
 - ✓ Focus on Contract Performance Requirements (PWS/PRS)
 - ✓ Contractor's Quality Control Plan (QCP) if available
- Should be created in conjunction with the PWS using Contract Requirements!
- Contains narrative and details that define:
 - ✓ PWS Requirements/Critical Tasks
 - ✓ Evaluation Methods (100%, Random Sample, Planned Sample)
 - ✓ Surveillance Frequency (weekly, monthly, quarterly)
 - ✓ Documentation Requirements
(Deficiency Reports, Evaluation Reports to PCO, COR Tool entry, etc.)



The QASP Components

- Introduction : Purpose
- Roles and Responsibilities
 - ✓ Contracting Officer Representative
 - ✓ Contracting Officer
- Description of Services
 - ✓ Scope of Work
- Quality Requirements
 - ✓ Quality Control Program
- Surveillance
 - ✓ Unacceptable Performance
- Documentation Requirements
- Performance Requirements Summary (PRS)
 - ✓ Performance Evaluation
 - ✓ Performance Objectives, Indicators, Thresholds, and Surveillance Methods



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Government Furnished Property (GFP)

Five types/categories of government property may be provided:

- Material
- Agency peculiar
- Sensitive
- Special test equipment
- Real Property

Reasons the Government Provide GFP:

- Lower prices – more economical to furnish property
- Contract performance may be expedited
- Assists Small Business
- Installation facilities available or Government resources are idle



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GFP

Responsibilities

FAR 52.245-1 - Describes Contractor & Government
Responsibilities

Contractors are:

- Liable for Government property (check contract for type and terms)
- Required to maintain property records and accountability for all GFP
- Generally responsible for damage or loss
- Required to manage, use, preserve, protect, repair, track, and maintain GFP

The Government is responsible for:

- Providing Government Property in condition to function as intended
- Allowing contractors to use Government property to

maximum extent

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COR GFP Responsibilities

When designated to oversight GFP, the COR should review the contract and listed property to ensure Government Property is:

- Used IAW the contract requirements
- Used correctly and to max extent
- Used only on the specified contract
- Surveilled & official records documented
- Justified by the Contractor if idle
- Protected and tracked by the contractor
- Alerting the PCO of any delay of GFP that may delay contractor performance
- Reviewing the contractor property management procedures and advising the PCO of deficiencies and recommendations
- Ensuring the contractor reports loss, theft, damage, or destruction (LTDD) of GFP during contract performance to the PCO



COR Requirements for Trafficking in Persons

According to the United Nations, human trafficking “involves the movement of people through violence, deception or coercion for the purpose of forced labor, servitude or slavery-like practices.”

FAR 52.222-50, Combating Trafficking in Persons:

- Mandatory in all solicitations and contracts
- Contractors and employees shall not engage in trafficking in persons
- The United States Government has a “Zero Tolerance” policy regarding trafficking in persons

DFARS/PGI 222.1703(v) states:

- Quality assurance surveillance plans (QASPs) should appropriately describe how the COR will monitor the contractor's performance regarding trafficking in persons



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Trafficking in Persons

COR Requirements:

- COR should read and understand the FAR/ DFARS clauses
- Must be aware of how contractors treat their employees
- Document and describe in the QASP *how* they will monitor the contractor's performance regarding Combating Trafficking in Persons
- Document any observed issues or non-compliance
- Notify the DCO immediately of contractor non-compliance
- ***Do not engage the contractor in discussion as it relates to these activities nor share your opinion!***



Oversight Execution for Trafficking in Persons

| Performance Objective/PWS Reference Paragraph | Performance Indicator | Standard | Performance Threshold | Method of Surveillance | Remedy |
|--|---|--|---|---|--|
| Part II, Section I-Contract Clauses; 52.222-50, Trafficking in Persons | IAW FAR 52.222-50 Contractor Requirements: The contractor shall- (1) Notify its employees of (i) The U.S. Government's Zero Tolerance policy. (ii) Actions that will be taken against employees for violations of this policy. (2) Take appropriate action. | Validate that the contractor: (1) Conducted training or kept records with employee signature as understanding of U.S. Zero Tolerance policy. (2) Has a documented list of what the contractor cites as appropriate actions to violations. (3) Documented the number of violations to date (if any). | 100% compliance required due to U.S. Zero Tolerance policy. | Conduct periodic inspection iaw COR surveillance schedule. (1) Review meeting/training /signature records as proof of contractor to employee notification. (2) Validate actions taken by the contractor are documented and if employees are found to be in violation-matches those in FAR 52.222-50 (e)(1). (3) Review violations and document contractor actions. | The contractor's failure to comply with this FAR clause may result in: (1) Requiring the contractor to remove an employee from the performance of this contract. (2) Requiring the contractor to terminate a subcontract. (3) Suspension of contract payments. (4) Loss of award fee. (5) Termination of contract for default or cause. (6) Suspension or debarment. |



Check On Learning

- What are some of the COR's responsibilities in terms of GFP?
- Where are we required to describe how the COR will oversight Trafficking in Person?
- When should you engage the contractor in a discussion relating to suspicions of Trafficking in Persons?



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Documenting & Acceptance In Invoicing Receipts, Acceptance & Property Transfers (iRAPT)

Acceptance

- Constitutes acknowledgment that supplies/services conform with contract quality and quantity requirements
- Is the responsibility of the PCO
 - ✓ May be designated to the COR

Acceptance is generally accomplished in one of four ways:

- ✓ Electronic signature in the Wide Area Workflow (WAWF) system
- ✓ Signature on Form DD250 (Material Inspection and Receiving Report)
- ✓ Signature on Form DD1155 (Order for Supplies or Services)
- ✓ Signature on Form SF 1440 (Solicitation/Contract/Order for

***At registration, ensure that the CORs self register using THEIR organization DoD Activity Address Code (DODAAC)**



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Documenting & Acceptance In Invoicing Receipts, Acceptance & Property Transfers (iRAPT)

COR Responsibilities:

- COR must review all invoice documents for accuracy pertaining to contract requirements
- **CORs must not accept or approve products/supplies unless there is a basis for confidence in conformance to contract**
- **When confidence exists, the COR must escalate the issue to the PCO**
- **Ensure all invoices receive prompt attention - 5 days usually**
- For cost reimbursement, time and materials and labor hour contracts, the COR can review but not approve invoices
- If problems are indentified in performance or review of invoices, COR must notify the PCO so that issues can flow to DCAA



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Documenting & Acceptance In Invoicing Receipts, Acceptance & Property Transfers (iRAPT)

If designated:

- The COR's signature constitutes acknowledgement that the supplies or services conform to contract requirements
- Approving an invoice generally signifies acceptance

If not designated, the COR should only

- Inspect supplies/services
- Provide PCO with recommend for acceptance/rejection

Interest penalties

- The COR must process invoices promptly. If the Government fails to make payment by the due date, the designated payment office must automatically pay an interest penalty
- The due date is the later of two events (1) the 30th day after the designated billing office receives a proper invoice from the contractor or (2) 30th day after Government acceptance of supplies delivered or services performed. Specific due dates are as stated in each individual contract



iRAPT Formally Known As WAWF

WideAreaWorkFlow

e-Business Suite V 5.6.0

User Security

User ID: EDIP11058382597

Welcome to Wide Area Work Flow e-Business Suite



Invoicing, Receipt, Acceptance, and Property Transfer (Formerly WAWF)



Electronic Document Access



myInvoice

System Messages

(2015-01-15 00:00:00) System: All Subject: DEE EMAIL MIGRATION Action Required! Message For: All Users

ATTN: ALL GOVERNMENT USERS - DEE EMAIL MIGRATION

ALL government users that have migrated to the DoD Enterprise Email (DEE) system MUST update their user profiles in the WAWF eBusiness Suite to ensure that all email notifications are properly sent and received. Directions for updating the user profile is below:

Directions to update profile.

- Top of the WAWF e-Business Suite click user on the top left corner
- Click profile
- Change email address to the DEE migration email
- Input all required fields (marked by *)
- Click Submit
- Under Supervisor Information, click edit
- Input Supervisor's information (be sure to verify supervisor's email if also migrated to DEE)

Last Access Date: 2015/02/20 09:06:58

[Security and Privacy](#) [Accessibility](#) [Government Customer Support](#) [Vendor Customer Support](#) [FAQ](#)



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iRAPT Formally Known As WAWF Continued

UserGovernmentDocumentationLookupExit

Acceptor

Create Document

Acceptance Folder

Misc. Pay Batch

Acceptance Folder

History Folder by DoDAAC

History Folder by User

Hold Folder

Recall - Action Required Folder

Rejected Transactions Folder

Post Payment Review Folder

Suspended CEFT Transactions Folder

Saved Documents Folder

Pure Edge Folder

View Parameters

Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!
This application was formerly known as Wide Area Workflow (WAWF).
Please start by selecting one of the links from the menu above.



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| | | | |
|---|--|---|--|
| DoDAAC * <input type="text" value="W15QKN"/> | | | |
| Contract Number <input type="text"/> | | Delivery Order <input type="text"/> | |
| Vendor (Payee) / Vendor (Payee) Extension <input type="text"/> <input type="text"/> | | Ship From / Ship From Extension <input type="text"/> <input type="text"/> | |
| Shipment No. <input type="text"/> | | Invoice Number <input type="text"/> | |
| SSN / Confirm SSN <input type="text"/> <input type="text"/> | | Tax Id (EIN) <input type="text"/> | |
| Type Document <input type="text" value="All Documents"/> | | Status <input type="text" value="All Documents"/> | |
| Create / Update Date (YYYY/MM/DD) <input type="text" value="2013/03/10"/> | | Create / Update Date End (YYYY/MM/DD) <input type="text" value="2013/04/09"/> | |
| Acceptance Date (YYYY/MM/DD) <input type="text"/> | | Acceptance Date End (YYYY/MM/DD) <input type="text"/> | |
| Invoice Received Date (YYYY/MM/DD) <input type="text"/> | | Invoice Received Date End (YYYY/MM/DD) <input type="text"/> | |
| Estimated Delivery Date (YYYY/MM/DD) <input type="text"/> | | Estimated Delivery Date End (YYYY/MM/DD) <input type="text"/> | |
| Result Size <input type="text" value="100"/> | | Result Font <input type="text" value="42"/> | |

Submit

Help

Wide Area Workflow 5.4.0

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

Acceptance Folder for 'W15QKN' (125 items, sorted by Contract Number Ascending)

| Item | Type | Vendor (Payee) | DUNS | DUNS+4 | Ext | Contract Number▲ | Delivery Order | Shipment Number | Submitted | Purge | Hold | Invoice Number | Submitted | Received | Status | Purge | Hold | Amount |
|------|--------------|----------------|-----------|--------|-----|-------------------------------|----------------|----------------------------|------------|--------------|-------------------|----------------------------|------------|------------|-----------|-------|-------------------|---------------|
| 81 | Invoice 2in1 | 1JWE2 | 043232482 | | | W15QKN12C0070 | | SERA010 | 2013-04-08 | | | 405406 | 2013-04-08 | 2013-04-08 | Submitted | | H | \$ 93,494.25 |
| 82 | Invoice 2in1 | 1Y4J5 | 112136572 | | | W15QKN12C0085 | | SER0003 | 2013-04-08 | | H | UCC0003 | 2013-04-04 | 2013-04-04 | Submitted | | H | \$ 33,000.00 |
| 83 | Invoice 2in1 | 4UYV6 | 786997739 | | | W15QKN12C1002 | | PICATMAR13 | 2013-04-08 | | H | PICATMAR13 | 2013-04-03 | 2013-04-03 | Submitted | | H | \$ 20,414.91 |
| 84 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12D0001 | 0001 | SER1266Z | 2013-04-10 | | H | SER1266Z | 2013-04-10 | 2013-04-10 | Submitted | | H | \$ 4,018.56 |
| 85 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12D0001 | 0004 | SER1267 | 2013-04-10 | | H | SER1267 | 2013-04-10 | 2013-04-10 | Submitted | | H | \$ 4,504.92 |
| 86 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12D0001 | 0007 | SER1268Z | 2013-04-10 | | H | SER1268Z | 2013-04-10 | 2013-04-10 | Submitted | | H | \$ 3,424.91 |
| 87 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12D0001 | 0009 | SER1269 | 2013-04-10 | 2013-03-31 | | SER1269 | 2013-04-10 | 2013-04-10 | Submitted | | H | \$ 9,660.00 |
| 88 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12D0001 | 0010 | SER1270 | 2013-04-10 | 2013-03-31 | | SER1270 | 2013-04-10 | 2013-04-10 | Submitted | | H | \$ 4,975.00 |
| 89 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12D0001 | 0011 | SER1271 | 2013-04-10 | 2013-03-31 | | SER1271 | 2013-04-10 | 2013-04-10 | Submitted | | H | \$ 37,743.80 |
| 90 | Invoice 2in1 | 24290 | 187675624 | | | W15QKN12D0004 | 0002 | SERS003 | 2013-03-19 | 2013-02-11 | | 13060 | 2013-03-19 | 2013-03-19 | Submitted | | H | \$ 21,131.31 |
| 91 | Invoice 2in1 | 1VMH9 | 044528792 | | | W15QKN12D0027 | 0011 | SERS408 | 2013-04-09 | 2013-04-08 | | 32241IN | 2013-04-09 | 2013-04-09 | Submitted | | H | \$ 52,175.70 |
| 92 | Combo D/D | 3KEK1 | 129708587 | | | W15QKN12D0042 | 0001 | SLK0012 | 2013-04-08 | 2012-05-11 | | 11110112 | 2013-04-08 | 2013-04-08 | Processed | | | \$ 36,575.46 |
| 93 | Invoice 2in1 | 8T303 | 040403800 | | | W15QKN12F0001 | | 64720 | 2013-04-10 | 2013-04-10 | | 64720 | 2013-04-10 | 2013-04-10 | Submitted | | H | \$ 72,692.60 |
| 94 | Invoice 2in1 | 0ECV6 | 177049236 | | | W15QKN12F0047 | | SER0006 | 2013-04-08 | 2013-03-31 | | 0006 | 2013-04-08 | 2013-04-08 | Submitted | | H | \$ 851,900.14 |
| 95 | Invoice 2in1 | 3GY33 | 134662993 | | | W15QKN12P0059 | | 5834B | 2013-04-10 | 2012-10-31 | | 5834B | 2013-04-10 | 2013-04-10 | Submitted | | H | \$ 2,957.91 |
| 96 | Combo D/D | 1S2H9 | 010230287 | | | W15QKN13C0003 | | AAA0315 | 2013-04-08 | 2013-04-08 | | OMT435 | 2013-04-08 | 2013-04-08 | Processed | | | \$ 124,989.66 |
| 97 | Combo D/D | 1RYA6 | 172413759 | | | W15QKN13C5000 | | 15021085A | 2013-04-09 | 2013-03-18 | | 15021085A | 2013-04-09 | 2013-04-09 | Suspended | | | \$ 142,462.83 |
| 98 | Combo D/D | 51439 | 038527537 | | | W15QKN13P0005 | | FTI2786 | 2013-03-27 | 2013-03-26 E | | 52786 | 2013-03-27 | 2013-03-27 | Suspended | | | \$ 26,963.63 |
| 99 | Combo D/D | 51439 | 038527537 | | | W15QKN13P0005 | | FTI2850 | 2013-03-27 | 2013-03-27 | | 52850 | 2013-03-27 | 2013-03-27 | Suspended | | | \$ 37,169.04 |
| 100 | Invoice 2in1 | 4AB54 | 198052941 | | | W52P1J11D0046 | 0001 | 102016 | 2013-04-08 | 2013-04-08 | | 102016 | 2013-04-08 | 2013-04-08 | Submitted | | H | \$ 51,308.19 |

Select an invoice number

Launches the actual contract!

Takes you to the invoice!

[First](#) [Prev](#) [01](#) [02](#) [03](#) [04](#) [05](#) [06](#) [07](#) [Next](#) [Last](#)
[\[-\] Shipment](#) [\[-\] Invoice](#)
[Return](#) [Help](#)

Logon Date : 2013/04/10 12:06:38 MDT Last Accessed Date : 2013/04/10 12:13:02 MDT

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Army Contracting Command New Jersey



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACTED CODE
U

PAGE OF PAGES
1 | 3

2. AMENDMENT/MODIFICATION NO.
01

3. EFFECTIVE DATE
25-Feb-2013

4. REQUISITION/PURCHASE REQ. NO.
FAC318P010012

5. PROJECT NO. (If applicable)

6. ISSUED BY
SPECIAL OPERATIONS FORCES SPT ACTY
BLD3 J BLUE GRASS STATION
8700 BRIVE HILL ROAD
LEXINGTON KY 40516-9723

CODE
H40254

7. ADMINISTERED BY (If other than issuer)
COLUMBIA/DAFTON
BUILDING 3C AREA C
172E VAN PATTON DRIVE
WRIGHT PATTERSON AFB OH 45433-8382

CODE
S3005A

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)
LOCKHEED MARTIN CORPORATION
5749 BRIVE HILL RD
LEXINGTON KY 40516-9721

9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)
X 10A. MOD. OF CONTRACT ORDER NO.
H40254-09-D-0001-0804
10B. DATED (SEE ITEM 13)
15-Feb-2013

CODE
622B7

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 4. The hour and date specified for receipt of offer is: ☐ is extended. ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:
(a) By completing Items 8 and 15, and returning copies of this amendment; (b) By acknowledging receipt of this amendment on each copy of this offer submitted;
(c) By signing letter or telegram which includes reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE
RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN
REJECTION OF YOUR OFFER. If you submit this amendment you desire to change an offer already submitted, such change may be made by telegram or letter,
provided each telegram letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS
IT MODIFIES THE CONTRACT ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE
CONTRACT ORDER NO. IN ITEM 10A.

X B. THE ABOVE NUMBERED CONTRACT ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying
office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter
where feasible.)
Modification Control Number: Igroves 13612
The purpose of this modification is to update the inspection/acceptance information.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as hereof are changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
15B. CONTRACTOR OFFICER
(Signature of person authorized to sign)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
BRUNO D. WARD / CONTRACTING OFFICER
TEL: (858) 566-9101 @MAIL: bruno.ward@army.mil
16B. UNITED STATES OF AMERICA
BY
(Signature of Contracting Officer)

16C. DATE SIGNED
28-Feb-2013

Actual contract!

Wide Area Workflow 5.4.0

User ID : EDP

User Government Documentation Lookup Logout

Acceptance Folder for 'W15QKN' (125 items, sorted by Contract Number Ascending)

| Item | Type | Vendor (Payee) | DUNS | DUNS+4 | Ext | Contract Number A | Delivery Order | Shipment Number | Submitted | Shipped | Accepted | Status | Purge | Hold | Invoice Number | Submitted | Received | Status | Purge | Hold | Amount |
|------|--------------|----------------|-----------|--------|-----|-------------------|----------------|-----------------|------------|--------------|----------|-----------|-------|------|----------------|------------|------------|-----------|-------|------|---------------|
| 81 | Invoice 2in1 | 1JWE2 | 043232482 | | | W15QKN12C0070 | | SERA010 | 2013-04-08 | 2013-03-29 | | Submitted | | H | 40506 | 2013-04-08 | 2013-04-08 | Submitted | H | | \$ 93,494.25 |
| 82 | Invoice 2in1 | 1Y4U5 | 112136572 | | | W15QKN12C0085 | | SER0003 | 2013-04-04 | 2013-02-11 | | Submitted | | H | UCC0003 | 2013-04-04 | 2013-04-04 | Submitted | H | | \$ 33,000.00 |
| 83 | Invoice 2in1 | 4U1Y6 | 786997739 | | | W15QKN12C1002 | | PICATMAR13 | 2013-04-03 | 2013-03-31 | | Submitted | | H | PICATMAR13 | 2013-04-03 | 2013-04-03 | Submitted | H | | \$ 20,414.91 |
| 84 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12C0001 | 0001 | SER1268Z | 2013-04-10 | 2013-03-31 | | Submitted | | H | SER1268Z | 2013-04-10 | 2013-04-10 | Submitted | H | | \$ 4,018.56 |
| 85 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12C0001 | 0004 | SER1267 | 2013-04-10 | 2013-03-31 | | Submitted | | H | SER1267 | 2013-04-10 | 2013-04-10 | Submitted | H | | \$ 4,504.92 |
| 86 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12C0001 | 0007 | SER1268Z | 2013-04-10 | 2013-03-31 | | Submitted | | H | SER1268Z | 2013-04-10 | 2013-04-10 | Submitted | H | | \$ 3,424.91 |
| 87 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12C0001 | 0009 | SER1269 | 2013-04-10 | 2013-03-31 | | Submitted | | H | SER1269 | 2013-04-10 | 2013-04-10 | Submitted | H | | \$ 9,660.00 |
| 88 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12C0001 | 0010 | SER1270 | 2013-04-10 | 2013-03-31 | | Submitted | | H | SER1270 | 2013-04-10 | 2013-04-10 | Submitted | H | | \$ 4,975.00 |
| 89 | Invoice 2in1 | 343U1 | 171507960 | | | W15QKN12C0001 | 0011 | SER1271 | 2013-04-10 | 2013-03-31 | | Submitted | | H | SER1271 | 2013-04-10 | 2013-04-10 | Submitted | H | | \$ 37,743.80 |
| 90 | Invoice 2in1 | 24290 | 187675624 | | | W15QKN12C0004 | 0002 | SER5003 | 2013-03-19 | 2013-02-11 | | Submitted | | H | 13060 | 2013-03-19 | 2013-03-19 | Submitted | H | | \$ 21,131.31 |
| 91 | Invoice 2in1 | 1Y4H9 | 044528792 | | | W15QKN12C0027 | 0011 | SER5408 | 2013-04-09 | 2013-04-08 | | Submitted | | H | 32241IN | 2013-04-09 | 2013-04-09 | Submitted | H | | \$ 52,175.70 |
| 92 | Combo D/D | 3KEK1 | 129708587 | | | W15QKN12C0042 | 0001 | SLK0012 | 2013-04-08 | 2012-05-11 | | Submitted | | H | 11110112 | 2013-04-08 | 2013-04-08 | Processed | | | \$ 36,575.46 |
| 93 | Invoice 2in1 | 8T303 | 040403800 | | | W15QKN12C0001 | | 64720 | 2013-04-10 | 2013-04-10 | | Submitted | | H | 64720 | 2013-04-10 | 2013-04-10 | Submitted | H | | \$ 72,692.60 |
| 94 | Invoice 2in1 | DECV6 | 177049236 | | | W15QKN12C0047 | | SER0006 | 2013-04-08 | 2013-03-31 | | Submitted | | H | 0006 | 2013-04-08 | 2013-04-08 | Submitted | H | | \$ 851,900.14 |
| 95 | Invoice 2in1 | 3GY33 | 134662993 | | | W15QKN12C0059 | | 5834B | 2013-04-10 | 2012-10-31 | | Submitted | | H | 5834B | 2013-04-10 | 2013-04-10 | Submitted | H | | \$ 2,957.91 |
| 96 | Combo D/D | 1S2H9 | 010230287 | | | W15QKN13C0003 | | AAA0315 | 2013-04-08 | 2013-04-08 | | Submitted | | H | OMT435 | 2013-04-08 | 2013-04-08 | Processed | | | \$ 124,989.66 |
| 97 | Combo D/D | 1RYA6 | 172413759 | | | W15QKN13C5000 | | 15021085A | 2013-04-09 | 2013-03-18 | | Submitted | | H | 15021085A | 2013-04-09 | 2013-04-09 | Suspended | | | \$ 142,462.83 |
| 98 | Combo D/D | 51439 | 038527537 | | | W15QKN13P0005 | | FTI2786 | 2013-03-27 | 2013-03-26 E | | Submitted | | H | 52786 | 2013-03-27 | 2013-03-27 | Suspended | | | \$ 26,963.63 |
| 99 | Combo D/D | 51439 | 038527537 | | | W15QKN13P0005 | | FTI2850 | 2013-03-27 | 2013-03-27 | | Submitted | | H | 52850 | 2013-03-27 | 2013-03-27 | Suspended | | | \$ 37,169.04 |
| 100 | Invoice 2in1 | 4A854 | 198052941 | | | W52P11100046 | 0001 | 102016 | 2013-04-08 | 2013-04-08 | | Submitted | | H | 102016 | 2013-04-08 | 2013-04-08 | Submitted | H | | \$ 51,308.19 |

First Prev 01 02 03 04 05 06 07 Next Last

[] Shipment [] Inv

Return Help

Logon Date : 2013/04/10 12:06:38 EDT Last Accessed Date : 2013/04/10 12:13:02 EDT
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What to Look for on iRAPT Invoices

- Inflated/unrealistic labor hours or unrealistic labor category
- Unsupported ODCs (e.g., poor descriptions that cannot be tied to specific tasks)
- Unauthorized overtime charges
- Management hours that are disproportionate to the hours of the personnel performing the work
- Duplicate invoice or incorrect
- Mathematical errors
- Incorrect price (e.g., proposed versus negotiated)
- Wrong CLIN or sub-CLIN
- No POC for defective invoices
- No date
- Incorrect or missing shipment information
- No remittance address
- Prompt pay discounts that are not offered

Wide Area Workflow 5.4.0

Acceptor - Invoice 2-in-1

Header

Line Item

ACRNs

Addresses

Misc. Info

Preview Document

| Contract Number | Delivery Order | Reference Procurement Identifier | Shipment Number | Shipment Date | Invoice Number | Invoice Date |
|-----------------|----------------|----------------------------------|-----------------|---------------|----------------|--------------|
| W15QKN12D0001 | 0001 | | SER1266Z | 2013/03/31 | SER1266Z | 2013/04/10 |

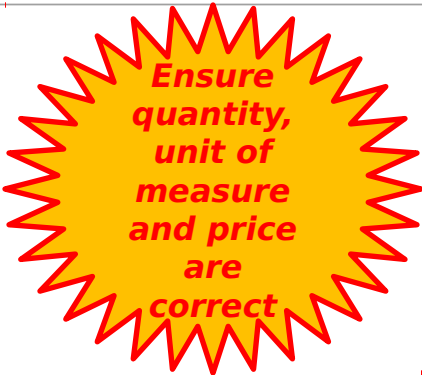
Total (\$) : 4,018.56

| Item No. | Stock Part No. | Type | Qty. Delivered | Unit of Measure | UoM Code | Unit Price (\$) | Amount (\$) |
|----------|----------------|------|----------------|-----------------|----------|-----------------|-------------|
| 0001 | Services | SV | 1 | Lot | LO | 4,018.56 | 4,018.56 |

| AAI | SDN | ACRN | PR Number | GFE | Advice Code |
|-----|-----|------|-----------|-----|-------------|
|-----|-----|------|-----------|-----|-------------|

Description

Services provided from 1 March - 19 March 2013 for Quality Management System Support to Benet Laboratories. Note - Firm Fixed Price invoice amount adjusted to reflect expectation of a no cost extension from 19 December 2012 to 19 March 2013. Final Invoice



Save Draft Document

Help

Acceptor - Receiving Report

Header Line Item ACRNs Addresses Misc. Info Preview Document

| | | |
|--|-------------------------|-------------------------|
| schurch@mar.gd-ots.com | Operations Cost Analyst | [Submitted, Web, Combo] |
| Org Email: | | |
| msimich@mar.gd-ots.com | | |
| Attachments: | | |
| Comments: | | |
| Line Item 0038:>>>>>Provides funding for Phase 2 - Development of a Draft Decontamination Plan that will be presented to IPT for their review and comments.>>>>>Line Item 0039:>>>>>Provides funding for Phase 2 - Submit Final Decontamination Plan to IEMA for approval. | | |

Initiator

| | | | |
|---|-------------------------|--------------|-----------------------|
| Name: | Date of Action: | Phone #: | DSN: |
| Shawn Church | 2013/05/16 1207 MDT | 618-993-9530 | |
| Email: | Title: | | Action(s): |
| schurch@mar.gd-ots.com | Operations Cost Analyst | | [Recalled, Submitted] |
| Org Email: | | | |
| msimich@mar.gd-ots.com | | | |
| Attachments: | | | |
| Comments: | | | |
| CLIN 0038:>>>>>DU Cleanup Phase 2>>>>>Development of a Draft Decontamination Plan that will be presented to IPT for their review and comments | | | |

Acceptor

| | | | |
|--|---------------------|--------------|------------|
| Name: | Date of Action: | Phone #: | DSN: |
| MITCHELL LORENZO MCCOY | 2013/05/17 0917 MDT | 609-562-5099 | 562-5099 |
| Email: | Title: | | Action(s): |
| mitchell.l.mccoy.civ@mail.mil | QAS | | |
| Org Email: | | | |
| daniel.endrizzi@us.army.mil | | | |
| Attachments: | | | |
| Comments: | | | |
| <div>Add Attachments</div> <div>Add comments here!</div> | | | |

Wide Area Workflow 5.4.0

User Government Documentation Lookup Logout

Acceptor - Receiving Report

Header Line Item ACRNs Addresses Misc. Info Preview Document

WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

| | | | | | | | | | | | | | |
|--|--|-----------------------------|--|----------------|--------------|----------------------------------|----------------------------|---------------|----------------------|--------------------------------|--|------------------|--|
| Contract Number Type | | Contract Number | | Delivery Order | | Reference Procurement Identifier | | Issue Date | | Inspection Point | | Acceptance Point | |
| DoD Contract (FAR) | | W15QKN12C0036 | | | | | | 2012/01/03 | | D | | D | |
| Shipment Number | | Shipment Date | | Final Shipment | | Estimated Delivery Date | | Supplies | | Service | | | |
| AAA0317 | | 2013/05/13 | | N | | 2013/05/13 | | ● | | Ⓢ | | | |
| Invoice Number | | | | Invoice Date | | | | Final Invoice | | | | | |
| OMT437 | | | | 2013/05/13 | | | | N | | | | | |
| Submit Transportation Data Later | | | | TCN | Gross Weight | | Transportation Method/Type | | | Serial Shipping Container Code | | | |
| | | | | | | | | | | | | | |
| Transportation Leg | | Standard Carrier Alpha Code | | | | Bill of Lading Number | | | | Bill of Lading Type | | | |
| | | | | | | | | | | | | | |
| Secondary Transportation Tracking Number | | | | | | Tracking Type | | | Tracking Description | | | | |
| | | | | | | | | | | | | | |

| | | | | | |
|--------------------------|--|--------------------------|--|--------------------------|--|
| Hazardous Material | | Refrigerated | | Perishable | |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |

| | | | |
|-------------------------------------|--|------------|--|
| Summary of Detail Level Information | | Total (\$) | |
| 1 CLIN/SLIN(s) | | 91,620.00 | |

| | | | |
|---------------------|---------------|-----------|------------------------|
| Routing Information | | | |
| Role | Location Code | Extension | Name |
| Payee | 1S2H9 | | OMNITEK PARTNERS LLC |
| Pay Official | HQ0337 | | DFAS - COLUMBUS CENTER |
| Admin | S3309A | | DCMA GARDEN CITY |
| Issue By | W15QKN | | W4GG TACOM PICATINNY |
| Ship To | W15QKN | | W4GG TACOM PICATINNY |
| Accept By | W15QKN | | W4GG TACOM PICATINNY |

* = Required Fields

ACTION BY: W15QKN *

☐ CQA

☐ Acceptance

☐ Reject to Initiator

Date Received
YYYY/MM/DD

Acceptance Date
YYYY/MM/DD

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

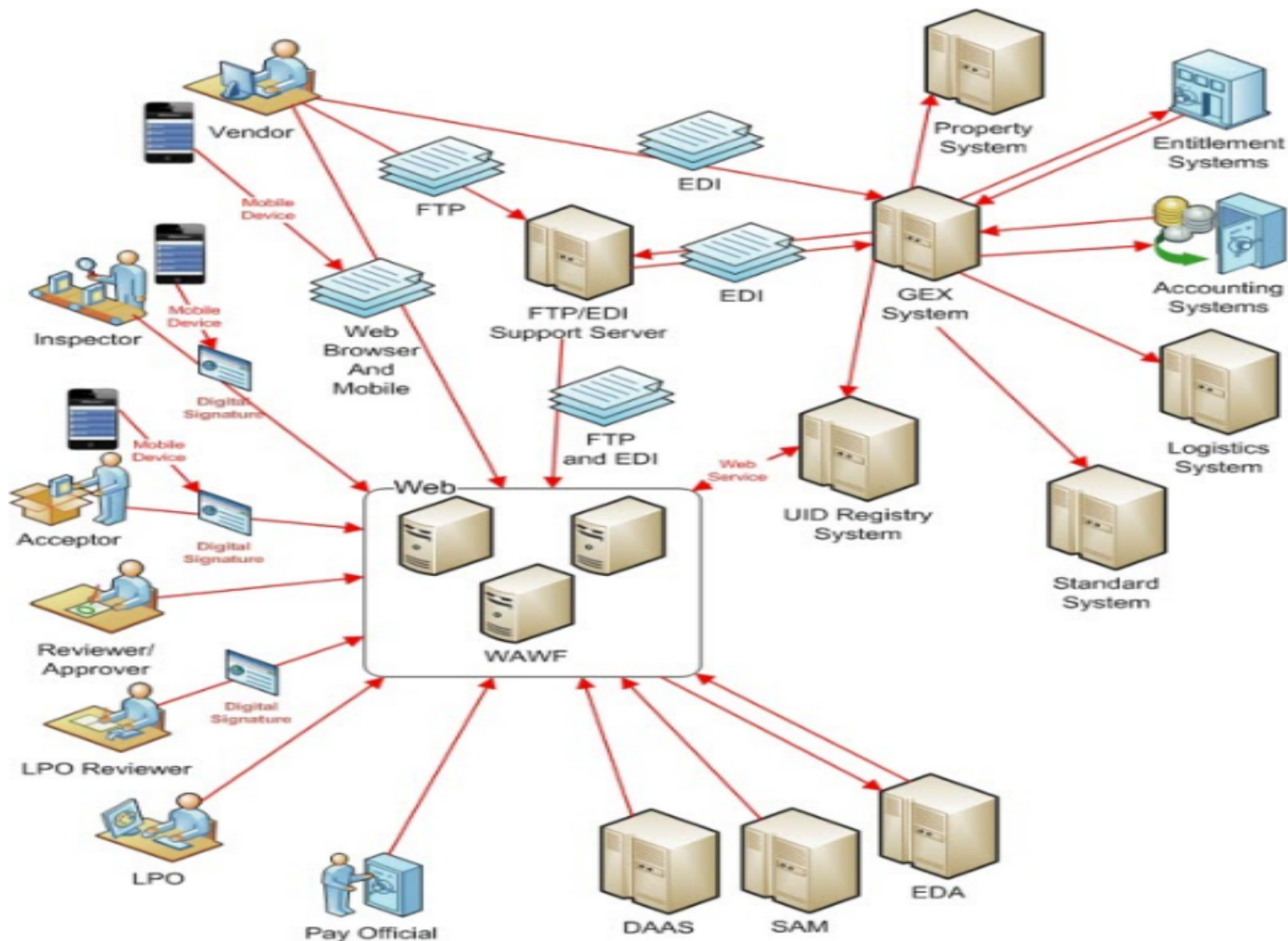
Certificate Signature

Signature Of Authorized Government Representative

Submit Without Preview

Submit Save Draft Document Previous Print Help

WAWF Functional Information





System Generated Email

Subject: W15QKN12C0083\ \1KQ56\ \CI2N1\SER0008\0008\ \ \Processed

Action DoDAAC\Ext:

Document Type: Invoice 2-in-1 (Services Only)

Status: Processed

Acceptance Date: 2013/11/04

Processed Date: 2013/11/22

Contract Number: W15QKN12C0083

Delivery Order Number:

Contract Issue Date: 2012/08/22

Vendor CAGE\Ext: 1KQ56

Shipment Number: SER0008

Shipment Date: 2013/10/28

Invoice Number: 0008

Invoice Date: 2013/10/28

Has been Recalled and Processed by Dawan Mateen on 2013/11/22. Status is Processed.

Access the site at <https://wawf.eb.mil>

Thank you for your prompt attention.



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Check On Learning

- A CORs must not accept or approve products/supplies unless he or she has what?
- The COR must ensure all invoices receive what?



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Questions?



Contractor Manpower Reporting (CMR)

Reporting tool that:

- Accounts for and explains the total contractor workforce
- Allows for more informed staffing and funding decisions
- Provides oversight to avoid
 - ✓ Duplications of effort
 - ✓ Shifting of federal staff reductions to contracts

Required by Sec Army memo dated 7 Jan 2005
(Accounting for

Contract Services) to improve the Army's visibility

of Contractor
Required of all DoD per ASALT memo 28 Nov 2012

service workforce



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CMR Continued

- Reporting is required of all service contracts
 - ✓ Includes contracts for goods with defined requirements for services
- All reports are made in the Contractor Manpower Reporting Application (CMRA)
 - ✓ Classified contracts are **NOT** reported to CMRA
- One report per action for every fiscal year with performance
 - ✓ Data is to be entered by 31 Oct

Failure of a required contactor to report = failure to comply with contractual terms



CMR COR Responsibilities

The COR must:

- Determine if CMR authority delegated (Appointment Letter)
- **Validate contract information in CMRA**
 - ✓ Contractor enters his contractual data in CMRA
- **Validate man-hour data in CMRA using invoices**
 - ✓ Contractor enters his man-hour data in CMRA
- Enter Fund Cite Data in CMRA
- Enter summary of report/email confirmations into COR Tool
 - ✓ November monthly report
 - ✓ Raw data and/or communications in CMR slot



CMR Fund Cite Entry

[Contract Search](#) > [Contract: XXXXXX-XX-X-XXXX](#) > [Order: 0000](#)

Fund Cite Details

[Order Data](#) [Contract Data](#) [Location Data](#) **Fund Cite**

To edit the existing Fund Cite information: Click on the link in the table below. If you have another Fund Cite, please click the Add Fund Cite button.

[Add Fund Cite](#)

| | |
|----------------------------|--|
| Basic Symbol | <input type="text" value="Select One..."/> <i>A four digit code indicating the type of funds or major purpose of the appropriation.</i> |
| Operating Agency | <input type="text" value="Select One..."/> <i>Organization responsible for managing funds to include receiving or issuing funds.</i> |
| Department | <input type="text" value="Select One..."/> <i>Code which identifies the department receiving the appropriation.</i> |
| MDEP | <input type="text" value="Select One..."/> <i>Management Decision Package. Four digit code which is the controlling link between future year programs and the appropriation enacted by the Congress.</i> |
| Fund Cite | |
| Element of Resource | <input type="text" value="Select One..."/> <i>Four digit code which identifies the type of resource being employed or consumed.</i> |
| AMSCO | <input type="text" value="Select One..."/> <i>Army Management Structure Code. Code that interrelates programming, budgeting, accounting, and manpower control through a standard classification of Army activities and functions.</i> |
| FY Dollars | <input type="text" value="Select One..."/> <i>Year that the contract first appears on the inventory.</i> |

[Save](#)

Help and Definitions

These links open in a new window

- ▶ View the [full help manual online](#)
- ▶ View the [Army Policy](#)
- ▶ See the list of most [frequently Asked Questions \(FAQ\)](#)
- ▶ Lookup terms and acronyms in the [CMRA Glossary](#)

Questions and Answers

- Call the Help Desk: 703-377-6199
- or [send an email](#)

New Feature

- ▶ If you have multiple contracts or multiple locations try our [Bulk Loader](#)

1

2

3

4

5

6

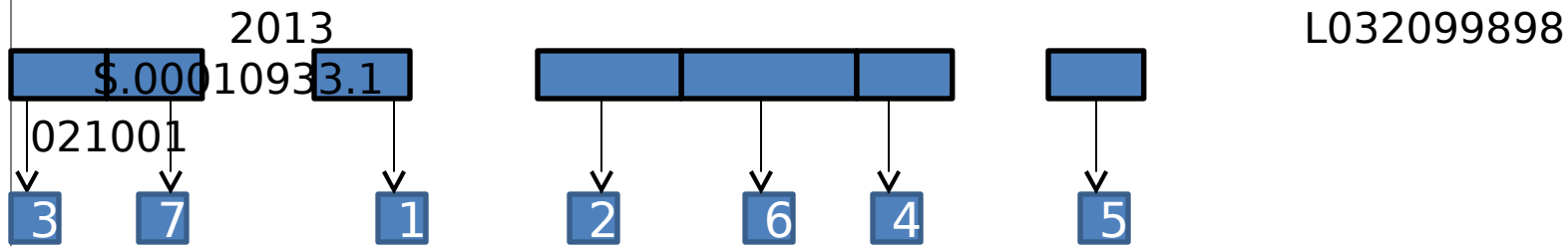
7



CMR Continued

FUND CITE: Bottom of Page 1 – Form 1095G:
Accounting Classification - Army (SFIS)

APROP LMT SUB SUPPL ACCT CLASS



- 1) Basic Symbol
- 2) Operating Agency
- 3) Department
- 4) Management Decision Point (MDEP)
- 5) Element of Resource (EOR)
- 6) Army Management Structure Code (AMSCO)
- 7) Fiscal Year (FY) Dollars



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Check On Learning

- Who is responsible for most of the Data Entry relating to CMR?
- When reviewing your contractor's man-hour entries in CMRA,
you notice that he is under-reporting when compared to what he has invoiced for. What do you do?



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Questions?



CPARS

<https://www.cpars.gov> (*CPARs Training Link*)

Contractor Performance Assessment Reporting System (CPARS):

Web-enabled application that collects and manages a library of contractor report cards and contractor performance assessment reports (CPAR)

- CPARS (Services, IT, Operations Support and Systems)
- ACASS (Architectural & Engineering Evaluations)
- CCASS (Construction Evaluations)

Why Evaluate Contractor Performance?

Required by Office of Federal Procurement Policy and Federal Acquisition Regulations

- Treated as Source Selection Information IAW FAR 3.104
- Used to make future contract awards
- Proprietary - May Not Be Transmitted Via standard Email
- Retained for 3 Years After Contract Completion
- CPARS for Classified Programs **NOT** Entered into CPARS Automated System



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Past Performance

- The Government relies on past performance data to assist with making award decisions. Therefore, in support of future acquisition efforts, the performance of contractors under current contracts should always be documented.
- The COR will be tasked with collecting and reporting contractor performance information. The COR should be fair in assigning a performance rating and should provide narrative explaining the



CPAR COR Responsibilities

CPAR <https://www.acpassing.com/central-reporting> (COR)
Link)

A COR must:

- Determine if CPAR authority delegated (Appointment letter)
- Maintain file with performance notes
- Draft Assessment when requested
 - ✓ Blocks 18 & 20 Ratings and Narratives
 - ✓ 24,000 Character Limit (approximately 4 pages)
- Send Assessment to Assessing Official (PCO)
- Redraft ratings after a valid contractor comment.
 - ✓ Usually not needed if the rating and narratives are done properly the first time
- Complete CPARs Within 120 Calendar Days After the End of the Assessment Period

When
completing
fields in
CPARs, you
can click
"?" for
block info



CPAR Content

Report Content

- As requested by PCO
- Parameters to be evaluated specified by PCO
- Evaluate only period requested
- Evaluate Prime Contractor Performance ONLY
- For joint ventures, each contractor must be evaluated using same criteria

CPAR must document contractor behavior including:

- Conform to contracting requirements & standards of good workmanship
- Forecasting and control of costs
- Adherence to contract schedules
- History of reasonable and cooperative behavior and commitment to customer satisfaction
- Business-like concern for the interest of customer



CPAR Content Continued

If monthly reports are made, the CPAR practically writes itself!

(meaning: the data could be used to assist with the write-up)

Comments **should be:**

- Submitted regularly; contractually based and professional
- Applicable to the monthly reporting period; performance based
- Specific, fully detailed, and stand alone; based on information gathered during audits, when possible, and supported by the checklist comments

Comments **should NOT be:**

- Beyond the scope of the contract
- Requesting information that is not applicable to the contract; requesting contractor personnel actions (e.g., hiring, firing, or disciplinary action)

• Personal (all comments are seen by higher leaders); or
• Serialized and passed from one month to the next without



DoD CPAR Checklist

| Contractor Performance Assessment | |
|-----------------------------------|---|
| | Cost control. |
| | Timeliness (schedule/delivery). Is the contractor on schedule to meet contractual requirements? Did the contractor meet the contractual delivery requirements? Does the contract include a reward for early delivery, or a penalty for late delivery? |
| | Quality. Do the supplies or services meet the requirements? Do they conform to the contract specifications, standards, SOO/SOW/PWS, and quality assurance plan? |
| | Business relations. Is the contractor responsive, professional, and courteous? |
| | Management of key personnel. Are technical experts highly qualified and effective in performing the required services? Do they meet the skill level stated in the contract? Are an appropriate number of personnel assigned to the project? Do delivered supplies reflect the skill and standardization required by the customer? |
| | Customer satisfaction. Will the customer be satisfied in terms of cost, quality, and timeliness of the delivered supplies or services? What percentage of the deliverable meets the customer's expectations? How long has the contractor taken to answer any customer complaints? How many customer complaints have there been? |
| | Compliance. Has the contractor complied with Occupational Safety and Health Administration, Environmental Protection Agency, Department of Labor, and other pertinent regulations? |



CPARS Rating Definitions

| Rating | Contract Requirements | Problems | Corrective Actions |
|----------------|-----------------------------------|----------------------------------|---|
| Exceptional | Exceeds Many - Gov't Benefit | Few Minor | Highly Effective |
| Very Good | Exceeds Some - Gov't Benefit | Some Minor | Effective |
| Satisfactory | Meets All | Some Minor | Satisfactory |
| Marginal | Does Not Meet Some - Gov't Impact | Serious: Recovery Still Possible | Marginally Effective; Not Fully Implemented |
| Unsatisfactory | Does Not Meet Most - Gov't Impact | Serious: Recovery Not Likely | Ineffective |



CPARS Continued

Narratives...the MOST important part of the CPAR!

- Addresses contractor performance
 - ✓ Keep it Recent
 - ✓ Keep it Relevant
- Collect input from entire program/project Team
- Provide reader a complete understanding of the contractor's performance
 - would someone unfamiliar with the action understand?
- Ratings credible and justified
- Must Be: Accurate, Fair and Comprehensive



CPARS Sample Assessment **Sample Assessment: Quality**

Quality - Rating: Exceptional

The contractor is exceptional.
They continually provide high quality training and
services.

Sufficient? Yes or No



CPARS Continued

No, Not Sufficient!

Missing:

- Details to support rating
- Detail to tell complete story
- Supporting documentation/metrics



CPARS Continued

Sufficient

Quality - Rating: Exceptional

Contractor has provided exceptional quality to our 40 worldwide locations during this reporting period. For example, Super Trainer (ST) requirements were changed and Contractor adjusted to providing 15 training sessions per month versus 10 without additional cost through use of an “express set up” module which requires less instructor preparation time. This allowed users to be trained 3 months more quickly than required. The contractor also aggressively represented the government’s interest in dealing with their vendor to correct a software malfunction. They worked with the vendor to revise the terms and conditions of the warranty clause to correct errors with no cost to the government. They also implemented a new risk management system which reduced potential risk actions by 50%. This also saved the



CPARS Continued

Sample Assessment: Schedule

Schedule - Rating: Very Good

In our opinion, the contractor has done really well in terms of schedule. The Training Manager, Jack Jones is pleasant and easy to work with. He adapts to our schedule changes amazingly and never complains. He also went above and beyond and fixed our printer and fax without charging the government and he continued to meet all the contract objectives in the interim. Great job!

Sufficient? Yes or No



CPARS Continued

No, Not Sufficient!

Missing:

- Details to support rating
- Supporting documentation/metrics

Additional issues:

- Using Individual Names (Use position title instead)
- Work Outside Contract Scope
- Subjective Phrases



CPARS Continued

Sufficient

Schedule - Rating: Very Good

Contractor successfully executed the delivery and training requirements for this period ahead of schedule. For example, there were 20 training site visits scheduled for this period however, the contractor conducted 31 visits in the same period of time. The contractor also met 100% of the 13 contract data requirements in a 45 day timeframe versus the 60 days allotted. This resulted in data requirements 14-20 being completed earlier than anticipated. This was done with minimal supervision by the program office hence allowing more time for additional projects. A 20 site preventative maintenance visit ran behind schedule for the first 8 months of the reporting period due to equipment failures, but Contractor management was able to bring the visit back on schedule due to implementation of an aggressive quality management system and spares availability policy.



CPARS Continued

Narrative Hints (Take the training from the CPARS site)

- Communication
 - ✓ Throughout the Performance Period
 - ✓ With Contractor and Within Government
- Documentation
 - ✓ Record Significant Metrics / Events
 - ✓ Use titles or positions - Avoid Names
 - ✓ Throughout the Performance Period
 - ✓ "The CPAR Should Write Itself"



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Check On Learning

- Your contract specialist, also an AOR, has initiated the CPAR process and has told you to send your evaluation in a word file to him and the rest of the IPT for comment before he enters it into the system. Is this allowable?
- What is the MOST important part of the CPAR?
- If the COR maintains clear monthly reports, the CPAR should



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Questions?



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Monitoring Construction Contracts

Performance and Payment Bonds:

The Miller Act requires contractors to furnish performance and payment bonds for construction contracts over \$150,000

- Bonds are similar to an insurance policy
- A written instrument between the contractor and a third-party surety
- Ensure fulfillment of the contractor's obligation to the government
 - and to suppliers of labor and material for a given project
- Required in the amount of 100% of original contract price
- Protects the Government from default by the prime contractor
- Protects subcontractors if not reimbursed by the prime contractor



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Contractor Inspection

When construction contracts are in excess of the simplified acquisition threshold, the contractor is required by FAR 52.246-12, (Inspection of Construction) to maintain an inspection system:

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the supplies or services furnished under this contract conform to contract requirements, including any applicable technical requirements for specified manufacturers' parts.

- Contractor must maintain records of these inspections
- Contractor must make records of inspection available to the government
- At a minimum the records must indicate:
 - Nature of the observations
 - Number of observations made
 - Number and types of deficiencies found

The COR must ensure that the contractor complies with this contract requirement

- Acceptability of work



Government Inspection

FAR 52.246-12, (Inspection of Construction) “All work...is subject to Government inspection and test at all places and at all reasonable times before acceptance to ensure strict compliance with the terms of the contract.”

- Government inspections and tests are for the sole benefit of the Government and do not:
 - Relieve the Contractor of responsibility for providing adequate quality control measures
 - Relieve the Contractor of responsibility for damage to or loss of the material before acceptance
 - Constitute or imply acceptance

The Government shall perform all inspections and tests in a manner that will not unnecessarily delay the work.

required by the Contracting Officer.



Correction of Deficiencies

FAR 52.246-12, (Inspection of Construction) “The Contractor shall, without charge, replace or correct work found by the Government not to conform to contract requirements.”

- The government can accept nonconforming work with appropriate adjustment in contract price
- If the Contractor does not promptly replace or correct rejected work, the

Government may:

- Only the PCO can accept nonconforming work, make adjustments to , By contract or otherwise, replace or correct the work and charge the cost to the Contractor, or terminate the contract for default the Contractor's right to proceed



COR Compliance Checks

The COR must make the following compliance checks for construction contracts:

- Check work sites for required postings
- Review the contractor's certified payrolls
- Conduct labor standard interviews
- Compare payrolls and onsite interviews
- Resolve discrepancies/violations



Liquidated Damages

Liquidated damages are amounts agreed to and settled on in advance to avoid litigation

- They are based on the damage one party may incur if the other does not complete the contract on time
- Are required in DoD construction contracts over \$500,000
- The Government is entitled to the amount of liquidated

The COR must keep accurate notes and records, including adequate daily records of weather or any conditions that may affect the completion of the contract.

For example, contractors normally dispute the number of days that have been assessed and not the liquidated damage rate



Progress Payments

FAR 52.232-5, "Payment under Fixed-Price Construction Contracts"

- Provides that the contractor is entitled to progress payments monthly as the work proceeds, or at more frequent intervals as determined by the PCO
- Requires the contractor, with request for progress payment, to certify:
 - ✓ Amount requested is only for performance completed to contract terms
 - If the contractor does not furnish the certification as specified in FAR 52.232-5, PAYMENT SHALL NOT BE MADE.**
 - ✓ That subcontractors have/will be paid.
- The COR must screen each invoice and the certification, and compare the total amount invoiced with the progress reports to ensure that the percentage of the amount invoiced is not excessive relative to the percentage of work accomplished

The COR must forward a copy of each receipt and acceptance document to the Contracting Officer concurrent with forwarding the document to the paying office delivered to the job site, and monetary amounts are accurately stated



Check On Learning

- The Government shall perform all inspections and tests in a manner that will not _____?
- Only _____ can accept nonconforming work, make adjustments to, or terminate the contract.
- What compliance checks must the COR make for construction contracts ?
- The COR must keep accurate _____ and _____, including adequate daily records of weather or any conditions that may affect the completion of the contract.



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Questions?